



# Candidate's Guide to Running for Public Office

Special Election

November 7, 2023

Prepared by:  
Shasta County Clerk/Elections  
1643 Market St  
Redding, CA 96001  
530-225-5730

[shastavotes.org](https://shastavotes.org)

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Disclaimer: The materials and information provided is for general information purposes. The information is not legal advice, and the Shasta County Clerk/Elections is unable to provide you legal advice. This guide does not have the force and effect of law. Because legal advice is dependent on the specific circumstances of each situation and can only be provided by legal counsel, it is your responsibility to determine whether the information provided applies to a specific situation and to seek legal counsel for assistance. Moreover, the information contained herein is not guaranteed to be up to date. If you have questions that do not require providing you with legal advice, we encourage you to contact us as soon as possible so that we can assist you.

All references contained in this guide are to the [California Elections Code](#) unless otherwise stated.

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# SHASTA COUNTY

Cathy Darling Allen, County Clerk/Registrar of Voters

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County Clerk/Elections Department / [www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us)

1643 Market St., Redding, CA 96001 / PO Box 990880, Redding, CA 96099-0880

Phone: 530-225-5730 / FAX: 530-225-5454 / CA Relay Service: 711 or 800-735-2922

Dear Candidate:

We are happy to present you with the Candidate's Guide to Running for Office for the upcoming November 7, 2023, Special Election.

The guide is prepared to assist you through the nomination and election process and is intended to provide general information. While staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this guide, the law prohibits employees from answering questions of a legal nature. This guide is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

We are available to provide information regarding your campaign for public office. Please call us to schedule an appointment or to ask questions at 225-5730 from 8 am to 5 pm, Monday through Friday.

Good luck to you!

Regards,

A handwritten signature in cursive script that reads "Cathy Darling Allen".

Cathy Darling Allen

Shasta County Clerk/Registrar of Voters

## Calendar of Important Deadlines

Date	Activity Periods	Activity/Documents
07/17/2023	E-113	Declaration of Candidacy Period Nomination Period Candidate Statement period
07/31/2023		FPPC Semi-Annual Statement Due – Form 460 Reporting Jan 1, 2023 – Jun 30, 2023
08/11/2023	E-88	Deadline for Declaration of Candidacy Deadline for Nomination Signatures Deadline for Candidate Statements
09/11/2023	E-57	Write-In Candidacy Period begins
09/28/2023	E-40	FPPC First Pre-Election Statement Due – Form 460 or Form 470 Reporting July 1, 2023 – September 23, 2023
10/09/2023	E-29	Early Voting Period begins
10/24/2023	E-14	Deadline: Write-In Candidacy Period Conditional Voter Registration begins
10/26/2023	E-12	FPPC Second Pre-Election Statement Due- Form 460 September 24, 2023 – October 21, 2023
10/31/2023	E-7	Last Day to request vote by mail ballot to be mailed.
11/07/2023	E	Election Day
11/20/2023	TBD	Deadline: Last day for voters to turn in unsigned envelope or signature verification statements.
12/05/2023	E+28	Deadline: Certification of Election
01/31/2024		FPPC Semi-Annual Statement Due – Form 460 Reporting October 22, 2023 – Dec 31, 2023

"E- "days indicate the number of days prior to Election Day. "E+" days indicate the number of days after Election Day. TBD-To be determine. \*Date falls on a weekend or state holiday: it moves forward to the next business day.  
Holiday – The Election office will not be open.

## Offices up for Election

Elected Office	Number of Seats	Term of Office
Shasta Fire Protection Formation District Board Director	3 Seats	2 years or 4 years (TBA Post Election)
Gateway Unified School District, Area 2 Governing Board Member	1 Seat	Remainder of term, 2026

## Qualifications for Office

### Special District - Director

Health and Safety Code § 13841

Must be a registered voter within the district in which he/she seeks office and reside in the district.

### School District - Governing Board Member

Education Code § 35107

Must be a registered voter within the district in which he/she seeks office and reside in the district.

## Incompatible Offices

Eldridge v. Sierra View Local Hospital District, GC § 87100, 87103

Incompatible offices restrict public officials from holding two public offices with conflicting public duties. If there is a question about incompatible offices, contact the California Attorney General's office.

The California Attorney General's Office has issued opinions of common incompatible offices. Below are examples of incompatible office based on California Attorney General's opinion:

- The offices of city councilman and school district board member where there is common territory.
- Fire chief of county fire protection district and board of supervisor member of the same county.
- High school district trustee and an elementary school district trustee which is wholly within the boundaries of the high school district.
- Water district director and a city council member.

- Water district director and a school district trustee having territory in common.
- Deputy sheriff and county supervisor.

## Steps to Becoming a Candidate

### Nomination Period

EC § 8020, 8024, 8028, 8600-8605, 8800

All potential candidates must file official Declaration of Candidacy documents during the nomination period **July 17, 2023 – August 11, 2023** at the Shasta County Elections Office. Once filed, these documents do not leave that office and no candidate can withdraw from that election.

### Write-In Candidates

EC§ 8600-8605

A write-in candidate is a candidate whose name does not appear on the ballot. Voters cast a vote for this candidate by writing the candidate's name in the write-in section.

Write-in candidate filing period runs between **September 11, 2023 – October 24, 2023**.

All potential write-in candidates must complete the same forms required by regular candidates; however, they will not pay a filing fee or be able to submit a candidate statement of qualifications. Once all documents are submitted and requirements are met, they become a qualified write-in candidate. Only votes for qualified write-in candidates are tabulated.

## Ballot Name

EC§ 13104, 13106

Candidates have options of how their name appears on the ballot. Guidelines include:

- Full legal name; first, middle, and last name; or first initial and last name.
- A familiar short version of the first name; “Bill” for William, or “Sue” for Susan may be used in place of first name, without parentheses or quotation marks.
- A nickname may be included but must be in parentheses () or quotation marks “”.
- No titles or degrees in the ballot name.
- If a candidate changes his or her name within one year of any election, the new name cannot appear on the ballot, unless the change was made by marriage or by decree of a court.

## Ballot Designation

EC§ 13107-13107.5, California Administrative Code § 20710-20719

The ballot designation is a word or phrase that is printed below the candidate’s name on the ballot. This phrase states the candidate’s **current occupation** or **incumbent status**.

A ballot designation is optional; however, should a candidate choose to have one, the candidate is required to complete a ballot designation worksheet that states their choice of ballot designation, lists alternatives, and provides references.

Ballot designation options:

**Incumbent** —Candidate was elected to that office by a vote of the people or was appointed in lieu of election and seeking re-election to the same office.

**Appointed Incumbent** —Candidate appointed to the office and seeking election to that same office.

**Elected Office Title** —Candidate elected to that office and holds the office at the time nomination papers are filed. “Appointed” may also be used with title.

**Principal Occupation** — Three (3) word maximum to describe generically profession, vocation, or occupation.

Upon checking ballot designation, if the elections official finds the designation to be in violation of any of the restrictions, the office will notify the candidate. If a first or second alternative is not provided within the time allowed, no designation will appear on the ballot.



## Candidate Statement

GC§ 85601, EC§ 9, 13307, 13307.5, 13308, 13311

Filing a candidate statement is optional and is designed to allow candidates to share education, experience, and qualifications with voters. The deadline for Candidate Statements is **August 11<sup>th</sup>**.

Office	Word Max.	Office to Submit
Shasta Fire Protection Formation District Board Director	200 words	County
Gateway Unified School District, Area 2 Governing Board	200 words	County

Candidate statements require payment of an estimated fee. This fee varies based on the distribution option and the actual cost to distribute the statement. Statements can be printed and included with voter information pamphlets and/or made available on the county elections website. Refunds or invoices may be issued after the election once the final costs are determined.

### Fees to File a Statement in the Voter Information Guide

Office	Printed/Electronic	Electronic Only Cost
Shasta Fire Protection Formation District	\$150.00	\$150.00
Gateway Unified School District, Area 2	\$150.00	\$150.00

Submit candidate statements electronically via e-mail to [mpaul@co.shasta.ca.us](mailto:mpaul@co.shasta.ca.us). Statements submitted on paper are charged an additional \$33.

The elections office will not accept the statement if it exceeds the word count. If the statement exceeds the word limit, the statement must be changed to meet the word limit before being filed.

## Guidelines for Statements

EC§ 13300-13317, GC§ 85601

### Word Limit

- Do not exceed the word limit.
- If statement exceeds the word count it will not be accepted for filing until it meets the requirements.

### Formatting and Style

- Proofread: errors must be corrected before you file as statements are printed exactly as received.
- Must be in first person essay format in the candidate's own words.
- Must use proper capitalization and punctuation.
- Double spaced, block paragraph style, and no indentations.
- No lists or outlines.

### Rules & Etiquette

- Must not contain any obscene or profane language, statements, or insinuations.
- Must not mislead voters.
  - Cannot contain any false, slanderous, or malicious statements.
  - Intent to mislead the voters is punishable by a fine not to exceed \$1,000.
- Statements for cannot include any party affiliation, membership, or activity in partisan political organizations.
- Must not refer to other candidates or their qualifications, character, or activities.

### Endorsements

- Candidates wishing to site endorsements on their statement must have a Permission Slip of Endorsement form completed by the individual or organization. Forms are available upon request.

## Deadline

- Deadline for candidate statements is **August 11, 2023**.
- Statements may be withdrawn by notifying the elections office in writing by 5pm on **August 12, 2023**. EC 13307(3).

## Public Review

- Statements remain confidential until **August 11, 2023**. Once the filing period has closed, a 10-day public examination period allows documents to be reviewed and copies purchased. EC 13311 & 13313

## Word Count Rules

### EC § 9

#### Not included in the word count

- The heading and signature block.
- Punctuation marks. (Symbols such as & and # are not punctuation and are counted as one word.)

#### One word

- Dictionary words and regular hyphenated words appearing in any general dictionary.
- Geographical names of cities, states, and counties.
- Abbreviations: PTA, U.S.M.C., A.M., pm.
- Telephone/fax numbers: 555-1234 or 530-555-1234.
- Internet address: [shastavotes.org](https://shastavotes.org)
- Dates with all digits together: 04/08/1998.
- Numbers: 1, 10, 100, etc.
  - Numeric combinations: 1973, 18 1/2, 1971-73, 5%.
- Monetary amounts when dollar sign is used with figures: \$1,000.
- Symbols.

#### Two words

- Dates with words and digits: April 8, 2012.
- Combination of a number and a word: \$4 million; 30 percent.

## **Indigent Candidate**

EC § 13309

Candidates who believe they are indigent must meet California guidelines regarding poverty level. Statement of Financial Worth forms are available at the elections office and will be furnished upon request. The Statement of Financial Worth is a public record and is available for review.

If it is determined that the candidate is not indigent, the candidate shall, within 3 days of notification by the election's office, be required to withdraw the candidate's statement or pay the requisite estimated costs. The elections office is not obligated to print and mail the statement if payment is not received.

If the candidate is found to be indigent, the elections office shall print and mail the statement without advanced payment. Notwithstanding the above, the candidate will be billed and expected to pay the cost of the candidate statement after the election.

## Campaign Finance

### Fair Political Practices Commission

GC § 81000, 87200

The Fair Political Practices Commission (FPPC) regulates campaign finance for the State of California.

It is the responsibility of state and local candidates and/or committees to be aware of and to file required statements in a correct and timely manner. For filing requirements, additional information, and assistance with filing questions contact the Fair Political Practices Commission (FPPC) at 866-275-3772\*1 or online at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Local Filing Requirement

Shasta County Board of Supervisors Resolution 2019-07 requires an additional campaign finance filing period. All county offices with candidate-controlled committees are required to file an (460) during the candidate filing period. This covers a period ending 83 days prior to the election and must be filed on the 78<sup>th</sup> day prior to the election.

### E-filing Requirement

Shasta County Board of Supervisors passed a Resolution requiring all local candidates and committees to electronically file their campaign disclosure statements. By filing these forms electronically, it allows both the user and our office an efficient way to manage the requirements set forth by the FPPC.

To file these forms electronically you must create an account through the NetFile program. This is a web-based program that allows filers to both electronically track their contributions and expenditures and submit campaign statements.

Instructions to create an account are here:

<https://netfile.com/Filer/Content/docs/NetFileUserAccessProcess.pdf>

The link to log in to NetFile is here:

<https://netfile.com/Filer/Authentication/InitiateRegistration?Length=14>

## **Form 700 - Statement of Economic Interest**

Statement of Economic Interest forms are required by every candidate running for local elective office. This statement reveals income, investments, interests in real property, and business positions; includes any financial interests held on the date of filing your declaration of candidacy and during the previous 12 months.

## **Form 501 - Candidate Intention Statement**

- File before any money from personal funds is collected or spent.
- A new form must be filed for each election.
- If a candidate does not accept the set limits, they cannot submit a Statement of Qualifications.

## **Form 470 - Officeholder and Candidate Campaign Statement-Short Form**

- File if candidate does not anticipate raising or spending \$2,000 or more.
- Payments from personal funds do not count toward the \$2,000 threshold.

## **Form 470 Supplement-Short Form**

- File if candidate filed a Form 470 – Short Form and later reaches the \$2,000 threshold.

## **Form 410-Statement of Organization**

- Within 10 days of receiving \$2,000 or more.
- Send original Form 410 to the Secretary of State and file one copy with the local election's office. There is an annual \$50 filing fee.
- File once a Form 470 Supplement is filed.
- File "Termination" to terminate your committee.

## **Form 460-Recipient Committee Campaign Statement Long Form**

- File to report campaign finance activity: contributions and expenditures.
  - Itemize expenditures of \$500 or more made by the agent or consultant.
  - Contributions of \$100 or more: disclose the contributor's name, address, occupation, and employer.
  - Maintain detailed records of each \$25 or more raised or spent.
  - File "Termination" to terminate your committee.

## **Form 497 – Late Contribution Report**

- File within 24 hours of receiving contribution(s) of \$1,000 or more from a single source total, during the 90 days before an election.

## Voter Information

EC §§ 2188, 2194; CA Admin Code §§ 19001-19004

Voter registration information is available for purchase. Request voter information by submitting an application, a copy of the applicant's ID, and appropriate fees to the election's office.

Use of this information shall only include direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature.

- Data obtained from voter registration or election files may not be sold, leased, loaned, or reproduced. Written authorization to do so must be requested from the Secretary of State or the Shasta County Registrar of Voters.
- Use of this information for commercial purposes and solicitations is prohibited. This includes contributions or services for any purpose other than on behalf of a candidate, ballot measure, or political party.

### Protecting Voter Information

Take preventative measures to reduce the likelihood and severity of cyber incidents with the data purchased from our office.

#### Recognized best practices for minimizing risk:

- Establish an information security framework that allows your team to identify threats, create safeguards, detect incidents, respond quickly, and recover with resilience.
- Control access to data and information systems; monitor vendors, contractors, volunteers, and employees; and know what your users are doing with your data.
- Beware of social engineering attempts, such as phishing emails, aimed at acquiring confidential or personal information from phone, email or other communications.
- Ensure your software and hardware security is up to date and properly configured.
- Monitor user activity.

#### If you detect suspicious activity:

- In the event, you observe or detect any suspicious activity, please alert law enforcement officials immediately and please contact my office and the Secretary of State's office with any important information.

## Political Advertising Standards

Any paid political advertisement referring to an election or any candidate for state or local elective office, the words “Paid Political/Advertisement” must appear.

### Mailings

GC § 82041.5, 82048.3, 84305, and 89001

#### Mass Mailing

A mass mailing is two hundred (200) or more similar unrequested pieces of mail sent by an officeholder, candidate, or committee in a calendar month. If two or more officeholders, candidates, or committees send a mass mailing, they must identify at least one on the outside of the mailing and all on the inside.

Any candidates planning a mass mailing are advised to contact the post office for the most current postal criteria and regulations.

#### Slate Mailer

A slate mailer is a mass mailing supporting or opposing four or more candidates or ballot measures. If you have any questions regarding slate mailer organizations, please contact the FPPC.



## Campaign Signs

### California Department of Transportation

California State Outdoor Advertising Act § 5405.3

Signs may be placed no sooner than 90 days prior to the scheduled election and must be removed within 10 days after that election.

When posting temporary political signs along state roads, it is necessary to complete and submit a Statement of Responsibility to the Department of Transportation. [Political Signs | Caltrans](#)

### Shasta County Public Works

California Streets and Highways Code § 1460, 1462, 1480.5

Placement of advertising signs on county roads requires a permit that may be issued by the Road Commissioner (225-5661.) Any sign placed without a permit is a public nuisance and will be removed at the expense of the installer. No signs are permitted inside the right of way on county roads (between road and private fence).

### City of Redding

Redding Municipal Code § 6.36.030 – Handbill Posting.

Redding Municipal Code § 18.42.040 (I) Political and Campaign Signs.

Signs may be placed no sooner than 90 days prior to the scheduled election and removed within 15 days after that election.

### City of Anderson

Anderson Municipal Code Section 17.44

### City of Shasta Lake

No existing ordinance; refer to county regulations.

## Electioneering

EC § 18541

No person or signage, within 100 feet of a polling place or election official's office on Election Day or any time that a voter may be casting a ballot shall:

- Display a candidate's name, likeness, or logo.
- Display a ballot measure's number, title, subject, or logo.
- Display buttons, hats, pencils, pens, shirts, signs, or stickers containing reference to current election candidate or measure.
- Photograph, video tape, or otherwise record a voter entering or exiting the polling place.
- Dissemination of audible reference to current election candidate or measure.
- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- Place a sign relating to a voter's qualifications or speak to a voter on the subject of his or her qualifications, except as provided in Section 14240.
- Circulate an initiative, referendum, recall, or nomination petition.

### Exit Polls

Secretary of State Opinion 1992

No pre- or post-voter contact can be made within a 25-foot perimeter of the polling place. All exit polling must be done beyond the 25-foot perimeter from the entrance to the polling place. The entrance is deemed the room or rooms in which voters are actually signing rosters and casting votes.

### Poll Watchers

Poll watchers, also called observers, are permitted at the polling place as long as they obey the law and election procedures without impeding, interfering, or interrupting the normal process of voting and counting. Persons observing the polls may:

- Inspect the Roster of Voters.
- Inspect the Public Alpha Index updated regularly by the precinct workers. The index may not be removed from the polling place.
- Observe all activities at the polling place including activities after the polls close.

## Post-Election

EC 3017, 14310, 15342

The results of vote by mail ballots received up to Election Day and released shortly after 8 p.m. on Election Day to be hand counted and timely update results are posted to our website;

[www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us).

Polling place ballot results are released throughout the rest of the evening on Election Day as more ballots are tallied.

Election Day results remain unofficial because there are still ballots to be processed. Election results are only official after the official canvass is completed.

## Official Canvass

California law provides 28 days after an Election to complete and certify the results. The canvass will end no later than **December 5, 2023**.

The day after an election there are still countywide ballots remaining to be processed and counted. These uncounted ballots may leave some close races undecided and the results unofficial for days or even weeks.

Categories of ballots that are processed during the Official Canvass:

### **Vote by mail ballots turned in on Election Day**

Vote by mail ballots are dropped off at the polling places or ballots drop boxes on Election Day. These ballots must be sorted and the voter's signature verified before they are counted.

### **Write-In Ballots**

Each ballot containing a write-in vote must be individually reviewed. The results of vote tallies for write-in candidates are not available until the conclusion of the official canvass.

### **Provisional Ballots**

Provisional ballots must be individually researched and verified at the Elections Office before ballots are counted or rejected in accordance with election laws.

### **Damaged Ballots**

Some ballots experience damage during mailing, transport, or tally. These ballots are manually reviewed by multiple review teams. These teams duplicate the ballot exactly like the damaged ballot. The duplicated ballot is tallied and included in official count.

## Elections Contacts

Business Entity	Website	Phone
The White House	<a href="http://www.whitehouse.gov">www.whitehouse.gov</a>	(202) 456-1111
Federal Election Commission	<a href="http://www.fec.gov">www.fec.gov</a>	(800) 424-9530
California Secretary of State	<a href="http://www.sos.ca.gov">www.sos.ca.gov</a>	(916) 653-6814 (916) 657-2166 (916) 653-6224
Fair Political Practices Commission (FPPC)	<a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>	(866) 275-3772 (866) 275-3772 (800) 561-1861
California Attorney General	<a href="https://oag.ca.gov/">https://oag.ca.gov/</a>	(800) 952-5225
Shasta County Registrar of Voters	<a href="http://www.shastavotes.org">www.shastavotes.org</a>	(530) 225-5730 (711) or (800) 735-2922
Shasta County District Attorney	<a href="http://www.da.co.shasta.ca.us">www.da.co.shasta.ca.us</a>	(530) 245-6300
Shasta County Office of Education	<a href="http://www.shastacoe.org">www.shastacoe.org</a>	(530) 225-0200
Shasta County Courts	<a href="http://www.shastacourts.com">www.shastacourts.com</a>	(530) 245-6789
Shasta County Clerk of the Board	<a href="http://www.co.shasta.ca.us">www.co.shasta.ca.us</a>	(530) 225-5550
Shasta County Road Commissioner	<a href="http://www.co.shasta.ca.us">www.co.shasta.ca.us</a>	(530) 225-5661
City of Redding	<a href="http://www.cityofredding.org">www.cityofredding.org</a>	(530) 225-4050
City of Anderson	<a href="http://www.ci.anderson.ca.us">www.ci.anderson.ca.us</a>	(530) 229-1370
City of Shasta Lake	<a href="http://www.cityofshastalake.org">www.cityofshastalake.org</a>	(530) 225-8990